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July 21, 2005

REVISED

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF STANDARDIZED CONTRACT WITH COMMUNITY-BASED
ORGANIZATIONS TO PROVIDE OPERATION READ PROGRAM LITERACY
TUTORING SERVICES TO MINORS
(3 VOTE, ALL SUPERVISORIAL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Chief Probation Officer to prepare and execute contracts substantially similar to the attached standardized contract (Attachment A), after review and approval by County Counsel, with four community-based organizations (CBOs) to provide literacy tutorial and related services to at-risk youth in four targeted areas within Los Angeles County in the amount of \$118,260 each, for a total of \$473,040, with Chinatown Service Center (Cluster 1), People Who Care Youth Center (Cluster 2), New Directions for Youth, Inc. (Cluster 3), and the Asian Youth Center (Cluster 5), for a term commencing October 1, 2005 through June 30, 2006. Funding for these contracts is included in the FY 2005-06 Adopted Budget.
2. Delegate authority to the Chief Probation Officer to prepare and execute a sole source contract substantially similar to the attached standardized contract, after review and approval by County Counsel, with ~~an additional CBO~~ **the Long Beach Boys and Girls Club** to provide literacy tutorial and related services to at-risk youth in Cluster 4, for which no proposals passed the initial screening, for an initial maximum amount of \$118,260, for a term commencing upon full execution through June 30, 2006. Funding for this contract is included in the FY 2005-06 Adopted Budget.
3. Delegate authority to the Chief Probation Officer to approve the addition or replacement of any agency subcontracting with the contracted agencies.

4. Delegate authority to the Chief Probation Officer to prepare and execute contract amendments to extend the contract terms for four additional 12-month periods, in an amount not to exceed \$131,400 each, upon approval as to form by County Counsel.
5. Delegate authority to the Chief Probation Officer to prepare and execute amendments to these contracts for any decreases or increases not to exceed 10% of the contract amounts and/or 180 days to the period of performance pursuant to the terms contained in the contracts, upon approval as to form by County Counsel. The Chief Probation Officer will notify the Chief Administrative Office in writing within 10 business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain Board approval to contract with four CBOs to provide literacy and related services in four targeted areas to at-risk youth under the Operation Read program. Services will be provided by the agencies within the Clusters as listed below.

Clusters	Recommended Agencies
1	Chinatown Service Center
2	People Who Care Youth Center
3	New Directions For Youth, Inc.
4	To be determined Long Beach Boys & Girls Club
5	Asian Youth Center

The contracted services include the provision of literacy tutoring centers (LTC) and related services to minors who are 10-17.5 years of age through the Operation Read program for the County of Los Angeles Probation Department. The services are intended to: 1) promote collaborative crime reduction strategies based upon raising the academic achievement and literacy levels of minors, and 2) offer individual attention to minors home on probation or in foster care and in-home placement systems that will

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raise their academic achievement and literacy levels. Identified measures include, but are not limited to, increased academic achievement, increased school attendance, increased school participation, reduction in juvenile arrests, and successful completion of probation.

Proposals received for Cluster 4 did not pass the initial screening. Consequently, Board approval **is required** to proceed with a sole source contract ~~is required to select an additional agency to provide services in that area with the Long Beach Boys and Girls Club.~~

On November 16, 1999, your Board approved the Long-Term Self-Sufficiency (LTFSS) Plan which included 46 projects to assist CalWORKS participants and, in some instances, low-income families not receiving CalWORKS to achieve long-term self-sufficiency. The Probation Department was the lead agency for Operation Read, Project #25 and, in conjunction with the Department of Public Social Services, was instructed to return to your Board for approval of an implementation plan for the projects involving CalWORKS Performance Incentives funding. On March 7, 2000, your Board approved the LTFSS implementation plans for Operation Read, Project #25. Subsequently, on July 25, 2000, your Board approved 10 lead CBOs to coordinate and provide literacy tutorial and related services to targeted at-risk youth at LTCs in targeted areas within Los Angeles County. Unfortunately, as a result of budget curtailments, the LTFSS program and funding ended on June 30, 2003 resulting in the termination of all of the contracts.

On June 23, 2003, your Board approved a motion to fund the Operation Read Program for FY 2003-04 with net County cost (NCC). To reduce the break in services, begin the services immediately, and ensure that established goals were met, contracts were awarded on a sole source basis to contractors who had held Operation Read contracts in the past and demonstrated they could provide the required services upon contract award. These contracts expire on September 30, 2005. The Department re-solicited for the literacy services and is now ready to make contract award recommendations.

Implementation of Strategic Plan Goals

The recommended Board action is consistent with the Countywide Strategic Plan Goal #1: Service Excellence: Provide public with easy access to quality information and services that are both beneficial and responsive, and Goal #5: Children and families well-being: Improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health, economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness. Implementation of the recommendations will enable the Department to continue providing literacy services to youth that will encourage them to make positive changes and take steps towards personal development.

FINANCIAL IMPACT/FINANCING:

The estimated cost for each of these contracts is \$118,260, for a total of \$591,300 fully funded by NCC. Funding for these contracts is included in the FY 2005-2006 Adopted Budget. No additional NCC is required to fund the recommended contracts. The contracts include provisions of non-appropriation of funds and budget reductions.

Subsequent contract extensions will be in an amount not to exceed \$131,400 and subject to available funding.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The scope of work for the contracted services is to provide and coordinate the following services: 1) an LTC, 2) provide services at sites which meet the requirements of the Probation Department with an assigned Deputy Probation Officer, 3) tutor one-on-one or in a small group of up to 10 youths at a time with five or fewer being most optimal for a minimum of five hours per week, which may continue until the minor is reading at grade level, 4) provide daily required services as specified in the contract statement of work and 5) and provide services Monday through Friday, after school, during summer break, holidays and weekends. The targeted at-risk youth must read at least two grade levels below standard for their age 10-17.5 years of age, and priority will be given to the older youth who are functioning below the fourth grade level.

In accordance with the Department of Human Resources memorandum dated November 16, 1995, these contracts have been reviewed concerning the provisions for hiring displaced County employees. The Contractors agree to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contracts and during the life of the contracts.

The contractors agree to comply with the Chief Administrative Office memorandum dated October 6, 1997, which states the agencies will comply with the provisions for hiring participants in the GAIN/GROW program.

The contracts are Non-Prop A. Consequently, there are no departmental employee relations issues and the contracts will not result in a reduction of County services. Additionally, the Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

Probation will not require the contractors to perform services that exceed the Board-approved contract amount, scope of work, and/or contract dates.

The contractors have been instructed to register on the WebVen in accordance with the Chief Administrative Office memorandum dated July 19, 2002.

The contract includes all County requirements, including, non-responsibility and debarment, child support compliance, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

County Counsel has approved the contracts as to form.

CONTRACTING PROCESS

To solicit for the contract services, a comprehensive Request for Proposals (RFP) process was conducted. An RFP was developed and issued on February 25, 2005 for all five Clusters, and through the solicitation and competitive negotiation process,

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approximately 650 letters were sent to service providers. Advertisements were placed in the Los Angeles Times, Eastern Group Publications and Los Angeles Sentinel. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department website (Attachment B). As a result, 70 potential providers requested copies of the RFPs and 67 potential providers attended the mandatory Proposer's conference. A total of 17 proposals were received for the five Clusters.

The RFP instructed agencies to submit separate proposals for each service area for which services were proposed, combined proposals were not accepted. None of the proposals were for combined service areas and, consistent with the requirements set forth in the RFP, all 17 were accepted for evaluation. The 17 proposals (Attachment C) were first reviewed using an initial screening "pass/fail" process to determine which proposals met the minimum mandatory requirements. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposals submitted by American Asian Pacific Ministries (Cluster 5), Soledad Enrichment Action, Inc. (Clusters 1, 2, 3, and 4), and The Reach More Foundation (Cluster 3) were not evaluated because they did not demonstrate they met all of the minimum requirements set forth in the RFP. Subsequently, these proposals did not pass the initial screening and were deemed non-responsive.

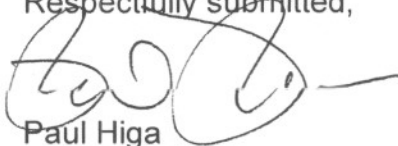
The remaining 11 proposals were evaluated on the strengths and weaknesses of critical categories to the services to be provided that were consistent with the criteria identified in the RFP. Chinatown Service Center (Cluster 1), People Who Care Youth Center (Cluster 2), New Directions For Youth, Inc. (Cluster 3), and the Asian Youth Center (Cluster 5) are being recommended for contract award because their proposals were responsive and deemed beneficial to the County based on their planned level of services and capability.

There were no responsive proposals received for Cluster 4, therefore, the Probation Department is requesting delegated authority to the Chief Probation Officer to contract with an additional CBO **the Long Beach Boys and Girls Club** on a sole source basis to provide literacy tutorial and related services to at-risk youth in Cluster 4.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable the Probation Department to continue providing the literacy services through the County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Paul Higa', with a horizontal line extending to the right.

Paul Higa
Chief Probation Officer

Attachments (3)

C: Chief Administrative Officer
County Counsel

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